# Sample Email/Contact Form Language to Publishers

To: <publisher email>

From: <your name>

Date: <date>

Subject: In Need of Alternate Format For a Student With a Print Disability

Greetings!

We are in need of the following text in alternate format for a student with a print disability. The student has purchased a copy of the text and has a documented disability that requires the provision of alternate format. The book is:

The Fall of Pompeii, 1st edition

Wilson

978010112850

Any file format will do, as we can convert to what the student needs. Thanks in advance for your assistance.

Best regards,

<your name>

<your title>

<name of your office>

<phone number>